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THRU : Chief, Administrative Staff, O/DDI
Chief, Administrative Staff, OBI
Chief, Cartography Division, OBI

30 June 1967

Nomination for Executive Seminar at King's Point,

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1. Background

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Mr. [] entered on duty in the Cartography Division in November 1951 assigned to a research/compilation branch as an I.O. Cartographer. In 1959 he was made Deputy Branch Chief and in 1962 Branch Chief of the Far East Branch. In this capacity he has served until the present.

2. Significant Duties and Responsibilities

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As Chief of the Far East Branch, Mr. [] is responsible for directing the research/compilation activities of six people in the production of thematic maps on the countries of the Far East. He is charged with the substantive production of all types of thematic maps on his area, economic, political, ethnic, administrative, topographic, etc., and the maintenance of Division standards, priority commitments, and general supervision necessary to fulfill requirements placed on the Division by components of the Agency and the Department of State. Since he supervises only one phase of the map production routine, he has the added responsibility of coordinating production procedures and methodology with the Technical Construction Branch and other branches of the Division, as well as, the Printing and Services Division. In his capacity of Branch Chief he must be responsive to the needs of his people, their training, career development, morale, etc.

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3. Justification

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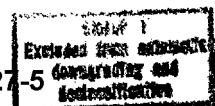
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The "Management of Organizations" seminar, King's Point, [] is an appropriate course for Mr. [] to attend in terms of his career development. Mr. [] is one of five selected individuals in the Division to be placed in the Mid-career Training Program and this consideration was primary in his selection.

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It is also anticipated that this course will provide a broadened experience applicable to improving his day-to-day managerial efforts. Mr. [] has

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shown a potential for assuming greater responsibilities and it is believed that further training will enhance his value to the Cartography Division.

Signed

[Redacted Signature Box]

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